Medical Officer Assignments

Agenda

- Detailing Overview
- Detailer Duties
- Detailing Rules
- Orders
- Extensions
- Resignation/Retirement
- FITREPs
- Promotion Boards

Detailing - Overview

- Detailer
  - Officer's advocate
  - Negotiates the assignment
    - ***Assigns the right person for the right job at the right time***
- Specialty Leader
  - Advises Detailers
  - Attends to the good of the specialty - strategic planning
- Placement Officer
  - Command’s advocate
    - Attends to the needs of the command
- Community Manager
  - Attends to the good of the community

Detailer Duties

- Advocate for the officer in the assignment process
- Negotiate and write orders
- Communicate with the Specialty Leaders
- Counsel constituents before and after boards (career progression)
- Nominate members to sit on boards
- Visit commands to speak with constituents

Detailing Rules

- Fill operational/OCONUS first
- Need to have a funded billet
- OCONUS DoD tour lengths
- CONUS prescribed tour length (PTL) requirements
- Minimum service requirements
- Exceptional Family Member Program (EFMP) limitations
- PFA failure limitations/implications
- Legal hold limitations
- LIMDU limitations

Orders:

- *Proposed* by Detailers
- Vetted through:
  - Losing Placement : backfill?
  - Gaining Placement: meet requirements?
  - Order writers
  - Waivers (if required): may involve several steps
  - PERS 44 casting: $$ in code to cover?
  - PERS 451 Final Cost Review: $$ in PERS account?
- Orders released

Orders:

- **Do not expect release greater than 120 days prior to detach.**
- **Orders can be modified or canceled *at any time* prior to execution**
- **Do NOT take irreversible/non-refundable actions prior to receiving orders and talking to PSD**
- **Letters of Intent can be issued for some prior planning (lease release, housing list) but can NOT be used for anything involving funds (HHGs, home purchase, etc..)**

Extensions

- Cons
  - Limits opportunities for others in highly desirable locations
  - Contributes to staff stagnation
  - May decrease promotion chances
  - Not to be used to counter balance a poor housing market
- Pros
  - Facilitates exceptional family member needs
  - Facilitates family needs (i.e., high school senior)
  - Aligns PRD with planned retirement or resignation
  - Promotes staff continuity
  - May increase promotion chances

Separations

Resignation

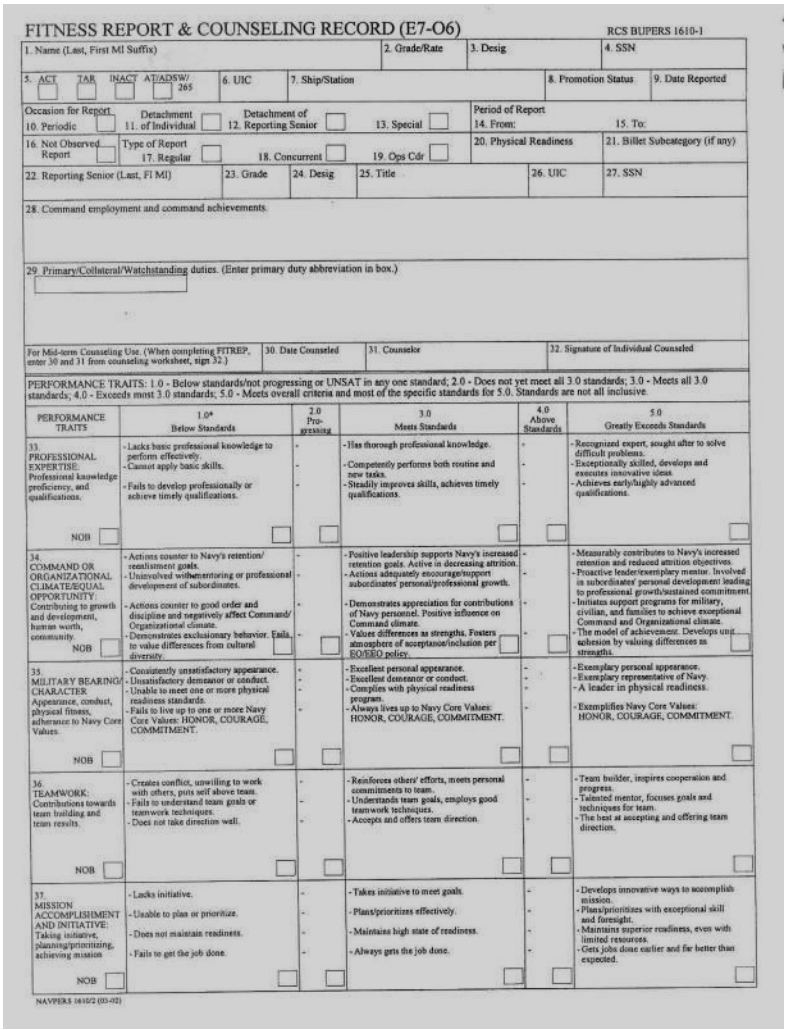
- **Notify your SL and detailer of your intentions early**
- **Submit request 9 to 12 months in advance**
- **Check your obligated service date**
- **Don’t assume you can resign before PRD if on a sea or overseas tour**
- **Must meet minimum TOS requirements**
- **If due to FOS, PERS 834 (Separations) will initiate orders**

Separations

Retirements

- **Notify your SL and detailer of your intentions early**
- **Check with detailer for obligated service date**
  - **Special pays, training, promotion**
  - **Also retirement month (if at statutory)**
- **Can request retirement at 24 month TOS if coming from CONUS tour**
- **Can request retirement at 12 month**

FITNESS REPORTS



FITNESS REPORT & COUNSELING RECORD (E7-O6)

RCS BUPERS 1610-1

1. Name (Last, First MI Suffix)	2. Grade/Rate	3. Desig	4. SSN

5. ACT TAR INACT AT/ADSW/ 265	6. UIC	7. Ship/Station	8. Promotion Status	9. Date Reported

Occasion for Report 10. Periodic	Detachment 11. of Individual	Detachment of 12. Reporting Senior	13. Special	Period of Report 14. From:	15. To:
16. Not Observed Report	Type of Report 17. Regular	18. Concurrent	19. Ops Cdr	20. Physical Readiness	21. Billet Subcategory (if any)

22. Reporting Senior (Last, FI MI)	23. Grade	24. Desig	25. Title	26. UIC	27. SSN

28. Command employment and command achievements.

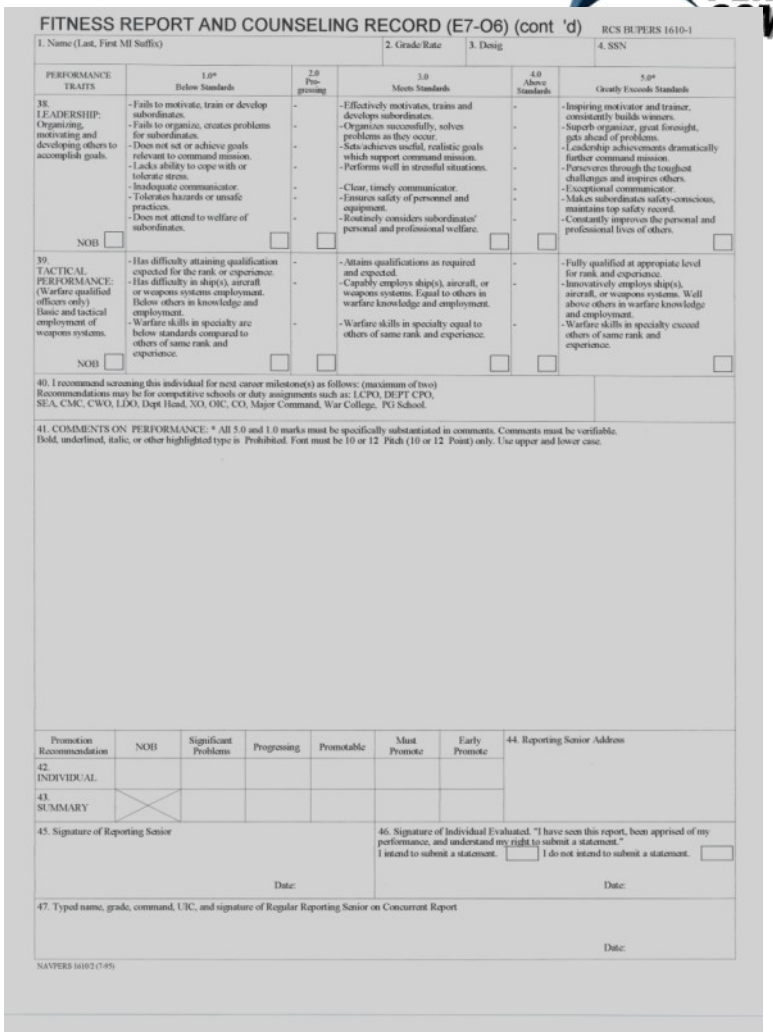
29. Primary/Collateral/Watchstanding duties. (Enter primary duty abbreviation in box.)

For Mid-term Counseling Use. (When completing FITREP, enter 30 and 31 from counseling worksheet, sign 32.)	30. Date Counseled	31. Counselor	32. Signature of Individual Counseled

PERFORMANCE TRAITS: 1.0 - Below standards/not progressing or UNSAT in any one standard; 2.0 - Does not yet meet all 3.0 standards; 3.0 - Meets all 3.0 standards; 4.0 - Exceeds most 3.0 standards; 5.0 - Meets overall criteria and most of the specific standards for 5.0. Standards are not all inclusive.

PERFORMANCE TRAITS	1.0* Below Standards	2.0 Pro-gressing	3.0 Meets Standards	4.0 Above Standards	5.0 Greatly Exceeds Standards
33. PROFESSIONAL EXPERTISE: Professional knowledge proficiency, and qualifications. NOB	- Lacks basic professional knowledge to perform effectively. - Cannot apply basic skills. - Fails to develop professionally or achieve timely qualifications.	-	- Has thorough professional knowledge. - Competently performs both routine and new tasks. - Steadily improves skills, achieves timely qualifications.	-	- Recognized expert, sought after to solve difficult problems. - Exceptionally skilled, develops and executes innovative ideas - Achieves early/highly advanced qualifications.
34. COMMAND OR ORGANIZATIONAL CLIMATE/EQUAL OPPORTUNITY: Contributing to growth and development, human worth, community. NOB	- Actions counter to Navy's retention/ reenlistment goals. - Uninvolved with mentoring or professional development of subordinates. - Actions counter to good order and discipline and negatively affect Command/ Organizational climate. - Demonstrates exclusionary behavior. Fails to value differences from cultural diversity.	-	- Positive leadership supports Navy's increased retention goals. Active in decreasing attrition. - Actions adequately encourage/support subordinates' personal/professional growth. - Demonstrates appreciation for contributions of Navy personnel. Positive influence on Command climate. - Values differences as strengths. Fosters atmosphere of acceptance/inclusion per EO/EEO policy.	-	- Measurably contributes to Navy's increased retention and reduced attrition objectives. - Proactive leader/exemplary mentor. Involved in subordinates' personal development leading to professional growth/sustained commitment. - Initiates support programs for military, civilian, and families to achieve exceptional Command and Organizational climate. - The model of achievement. Develops unit cohesion by valuing differences as strengths.
35. MILITARY BEARING/ CHARACTER: Appearance, conduct, physical fitness, adherence to Navy Core Values. NOB	- Consistently unsatisfactory appearance. - Unsatisfactory demeanor or conduct. - Unable to meet one or more physical readiness standards. - Fails to live up to one or more Navy Core Values: HONOR, COURAGE, COMMITMENT.	-	- Excellent personal appearance. - Excellent demeanor or conduct. - Complies with physical readiness program. - Always lives up to Navy Core Values: HONOR, COURAGE, COMMITMENT.	-	- Exemplary personal appearance. - Exemplary representative of Navy. - A leader in physical readiness. - Exemplifies Navy Core Values: HONOR, COURAGE, COMMITMENT.
36. TEAMWORK: Contributions towards team building and team results. NOB	- Creates conflict, unwilling to work with others, puts self above team. - Fails to understand team goals or teamwork techniques. - Does not take direction well.	-	- Reinforces others' efforts, meets personal commitments to team. - Understands team goals, employs good teamwork techniques. - Accepts and offers team direction.	-	- Team builder, inspires cooperation and progress. - Talented mentor, focuses goals and techniques for team. - The best at accepting and offering team direction.
37. MISSION ACCOMPLISHMENT AND INITIATIVE: Taking initiative, planning/prioritizing, achieving mission NOB	- Lacks initiative. - Unable to plan or prioritize. - Does not maintain readiness. - Fails to get the job done.	-	- Takes initiative to meet goals. - Plans/prioritizes effectively. - Maintains high state of readiness. - Always gets the job done.	-	- Develops innovative ways to accomplish mission. - Plans/prioritizes with exceptional skill and foresight. - Maintains superior readiness, even with limited resources. - Gets jobs done earlier and far better than expected.

NAVPERS 1610/2 (03-02)



FITNESS REPORT AND COUNSELING RECORD (E7-O6) (cont 'd)

RCS BUPERS 1610-1

1. Name (Last, First MI Suffix)	2. Grade/Rate	3. Desig	4. SSN

PERFORMANCE TRAITS	1.0* Below Standards	2.0 Pro-gressing	3.0 Meets Standards	4.0 Above Standards	5.0* Greatly Exceeds Standards
38. LEADERSHIP: Organizing, motivating and developing others to accomplish goals. NOB	- Fails to motivate, train or develop subordinates. - Fails to organize, creates problems for subordinates. - Does not set or achieve goals relevant to command mission. - Lacks ability to cope with or tolerate stress. - Inadequate communicator. - Tolerates hazards or unsafe practices. - Does not attend to welfare of subordinates.	-	- Effectively motivates, trains and develops subordinates. - Organizes successfully, solves problems as they occur. - Sets/achieves useful, realistic goals which support command mission. - Performs well in stressful situations. - Clear, timely communicator. - Ensures safety of personnel and equipment. - Routinely considers subordinates' personal and professional welfare.	-	- Inspiring motivator and trainer, consistently builds winners. - Superb organizer, great foresight, gets ahead of problems. - Leadership achievements dramatically further command mission. - Perseveres through the toughest challenges and inspires others. - Exceptional communicator. - Makes subordinates safety-conscious, maintains top safety record. - Constantly improves the personal and professional lives of others.
39. TACTICAL PERFORMANCE: (Warfare qualified officers only) Basic and tactical employment of weapons systems. NOB	- Has difficulty attaining qualification expected for the rank or experience. - Has difficulty at ship(s), aircraft or weapons systems employment. Below others in knowledge and employment. - Warfare skills in specialty are below standards compared to others of same rank and experience.	-	- Attains qualifications as required and expected. - Capably employs ship(s), aircraft, or weapons systems. Equal to others in warfare knowledge and employment. - Warfare skills in specialty equal to others of same rank and experience.	-	- Fully qualified at appropriate level for rank and experience. - Innovatively employs ship(s), aircraft, or weapons systems. Well above others in warfare knowledge and employment. - Warfare skills in specialty exceed others of same rank and experience.

40. I recommend screening this individual for next career milestone(s) as follows: (maximum of two)
Recommendations may be for competitive schools or duty assignments such as: LCPO, DEPT CPO, SEA, CMC, CWO, LDO, Dept Head, XO, OIC, CO, Major Command, War College, PG School.

41. COMMENTS ON PERFORMANCE: * All 5.0 and 1.0 marks must be specifically substantiated in comments. Comments must be verifiable. Bold, underlined, italic, or other highlighted type is Prohibited. Font must be 10 or 12 Pitch (10 or 12 Point) only. Use upper and lower case.

Promotion Recommendation	NOB	Significant Problems	Progressing	Promotable	Must Promote	Early Promote	44. Reporting Senior Address
42. INDIVIDUAL							
43. SUMMARY	X						

45. Signature of Reporting Senior

Date:

46. Signature of Individual Evaluated. "I have seen this report, been apprised of my performance, and understand my right to submit a statement."
I intend to submit a statement. ☐ I do not intend to submit a statement. ☐

Date:

47. Typed name, grade, command, UIC, and signature of Regular Reporting Senior on Concurrent Report

Date:

NAVPERS 1610/2 (7-95)

FITREPs

- **Single most important personnel management tool - impacts all personnel decisions.**
- **Performance documentation from entry to separation - continuity.**
- **Performance is everything! Make the best of every situation.**
- **Boards select based on the written record - the written record IS the individual.**

Performance, Performance, Performance!

FITREP Narratives

- **Reporting Seniors must clarify marks/also break out MP and P officers if large groups.**
  - **Forced distribution. "My #1 MP, would have been EP but ranked against highly competitive senior officers".**
  - **"My #1 LCDR out of 25 of all designators"**
  - **Headquarters commands—large pool of "stars"—comments especially important.**
- **Reporting Seniors should clarify any "blanket command policies regarding ranking" in the narrative (i.e. newly promoted officers do not receive "EP" rankings).**

Narrative Format

- Short opening statement – **Breakout**!
  - #3 of 15 LCDRs regardless of designator (esp. if 1/1 billet)
  - "If not for forced distribution and being junior LT…"

White space

- Several bullets with most important listed first
  - Cause and effect (impact) bullets

White space

- Closing statement with promotion recommendation.
  - Command recommendation if up for CAPT.
  - Statement is critical when serving in 1/1 assignment. EP marking is not a stand alone if the narrative is weak/marginal.

Statutory & Administrative Selection Boards

Promotion Board Membership

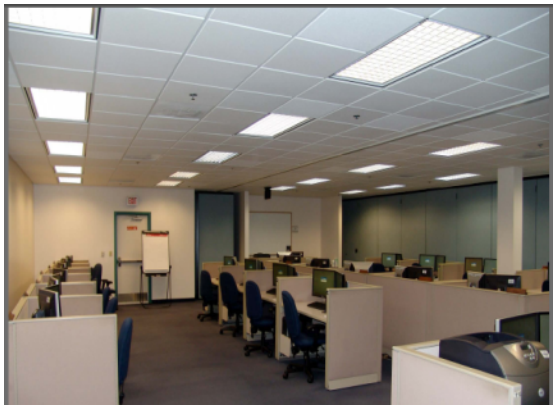
Voting Members (5) - 2/3rds w/ exp

• Senior Member		
• **Specialty Officers**	• **Minority** • **Female**	• **East Coast** • **West Coast** • **OCONUS**
• Line Officer		

Recorders (CONUS only)

• **Specialty Officers** } • **Head Recorder** + • **Assistant Recorder(s)**

Promotion Boards



Pre-Board

Officer reviews record/submits needed documentation

Board Convenes

Records reviewed

The Tank….

Record briefing

voting

Pre-Board

Your Record → Your Responsibility

Your Record = You

- **Available on BOL: OMPF Link**
- **Check regularly**
- **PDF version of OSR and PSR are what the Board sees**
- **Update regularly – don’t wait until zone message comes out**

Pre-Board

- Picture*
  - Needs to be in current rank.
- AQDs
  - Entered by detailers (except NC – done by Personnel Planner)
  - Read requirements before requesting
  - JPME, Acquisition AQDs entered by other codes
- Education*
  - Relevant degrees, diploma not required if transcripts are present
- Certifications*
  - System not set up to document post-doc certs/education
  - Should be mentioned in Block 41 – don't forget significance!

**** Entered by someone OTHER THAN the detailer – refer to the PERS website for instructions on how to update your record. Do NOT send changes to your Detailer (except for AQDs)***

Records: What to Check

- Service Schools*
- Subspecialty Codes*
  - May qualify for multiples
  - Primary determined by type and community
  - Suffix changes
- Awards*
  - Check NDAWS
- Report Continuity*
  - Don’t wait until in zone to fix
  - 1-14 days not a big deal, start worrying at 21+ days

**** Entered by someone OTHER THAN the detailer – refer to the PERS website for instructions on how to update your record. Do NOT send changes to your Detailer (except for AQDs)***

Record Review

- **Week prior to board convening**
  - **Records review each eligible record for completeness**
  - **Manual reviews - *Done as a courtesy***
    - **FITREPS for last 5 years**
    - **Verify awards/education**
    - **Check that OSR/PSR accurately reflects FITREP grades & awards**
- **Electronic Military Personnel Record System (EMPRS)**
  - **System that maintains member's digital service record**

Records NOT up to date reflect on the eligible officer being

Promotion Boards

- Zones
  - Set to maintain promotion opportunity
  - Dependent on # of billets, retention/attrition
- Letters to the Board
  - Usually not recommended for in-zone
  - Should not recap your career
  - Tell the board how promotion will allow you to do something you can't do at your present rank
  - Letters of recommendation
    - Not from CO unless amplifying info is required
    - Specialty Leader
    - Senior members that can provide meaningful

Selection Board Preparation Room

Board Convenes → To the Tank

- **Voting members arrive and are sworn in**
- **Records are randomly assigned to a primary reviewer**
  - **Members review & grade records in boardrooms**
  - **Members make notes to brief your record before the full board**
  - **Reviewed records (OSR/PSR with member annotations) are electronically forwarded to the voting area (“The Tank”)**

Not a real board

Promotion Boards

In the Tank

- **Members brief & vote records**
  - **Head recorder calls your name and number**
  - **Primary reviewer briefs your record**
  - **Members listen and vote when they've heard enough**
  - **Members with personal knowledge of the you may voice positive comments**
  - **Now, grade, brief & vote**
- **Rev**
  - **Rev**
  - **Rev**
  - **Rev**
  - **Rev**
  - **Rev**

Rev, grade, brief & vote until all AZ/IZ records reviewed, "adjusting" selected and the process repeats for the "lunch"

Promotion Boards

Not a real board

OFFICER SUMMARY REPORT

FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE

IMARY RECORD

140531

1) A NAME							
SSN	FILE NO				E SERV. DATE	FOR BOARD USE	
		2300	730621	40			
HIGHEST FLAG	CAPT	CDR	LCDR	LT	LTJG	ENS	HIGHEST CWO
			091201	030701	010701	990701	

PRESENT DUTY STATION

PRESENT BILLET

EDUCATION

COLLEGE	DATE/LEVEL	MAJOR	LANG. PROF.	SUB-SPEC
BAYLOR	06 MASTER	HLTH CAR		1800P
SO ILLINOI	99 BACH/1 PR	HLTH CAR		1805S
				1801S

SERVICE SCHOOLS ATTENDED

COURSE:	AMDOC		POMI	
DATE/WEEKS:	1312	02	0804	02
COURSE:	NWC NONRESIDEN		MIL JUS NON LA	
DATE/WEEKS:	0902	CC	0608	03
COURSE:	J MED STF P		PAT SERV ADM	
DATE/WEEKS:	0812	03	9908	04

ACTIVE DUTY BASE DATE	PREVIOUS MILITARY SERVICE	YEAR	MONTHS	HIGHEST RATE/GRADE
910620	N	91	098	DT2

PERSONAL DECORATIONS

MER SVC MDL	02
JT SVC COM	01
NAV COM	05
NAV ACHV	05

SPECIAL QUALIFICATIONS

1	PERS DIST OFF	7	HEALTH CARE M	13	MGDCARECOOR	19	
2	ADMIN	8	JQS LVL 2	14	EXECUTIVE MED	20	
3	POMI	9	IA JT MED	15	CRHCADMIN	21	
4	HCA	10	IA JT MED	16	QUALMEDDEPT	22	
5	SHIPBD 17	11	JPME PHASE1	17	MEDREG	23	
6	HA/DR QUAL	12	BWC	18		24	

REMARKS

#1 of 13 Officers on this Hand Selected Joint Staff

#1 of 36 LCDR across all Designators.

Successful MTF DFA Tour

Always above reporting Seniors Cumulative Average.

Completed I/A as LCDR

Fellow American College of Healthcare Executives

Promotion Boards

PERFORMANCE

Boards select based on the written record - the written record IS the individual.

PERFORMANCE SUMMARY REPORT

NAME (LAST,FIRST MIDDLE)	DESIGN/RATE	SSN	PAGE 3 OF 3
SAILOR, IM A.	2300	123-45-6789	

PG	STATION	DUTY	DATES	MOS	REPORTING SENIOR			TRAITS 1	2	3	4	5	AVERAGE IND SUM	AVERAGE R/S CUM	PROMOTION REC SP	PR	P	MP	EP	RPT TYPE
03	GUAM	STF PHARM	901030 901231	02	SANTA C.	06	CO			5	1		3.17 3.25	3 3.30	0	1	X 1	0	1	RG
04	GUAM	STF PHARM	910101 921031	10	LEPRECAN I.	06	CO			4	2		3.33 3.40	6 3.50	0	0	X 1	1	1	RG CON
04	GLAKES	DIV OFF	921101 931031	12	CASPER G.	06	CO			4	2		3.33 3.50	11 3.60	0	0	4	X 3	2	RG
04	GLAKES	DIV OFF	931101 941031	12	CASPER G.	06	CO			3	3		3.50 3.21	41 3.50	0	0	5	X 3	2	RG
04	GLAKES	DIV OFF	941101 950301	05	CASPER G.	06	CO			2	4		3.66 3.66	44 3.22	0	0	0	0	X 1	RG

INDIVIDUAL TRAIT AVERAGE

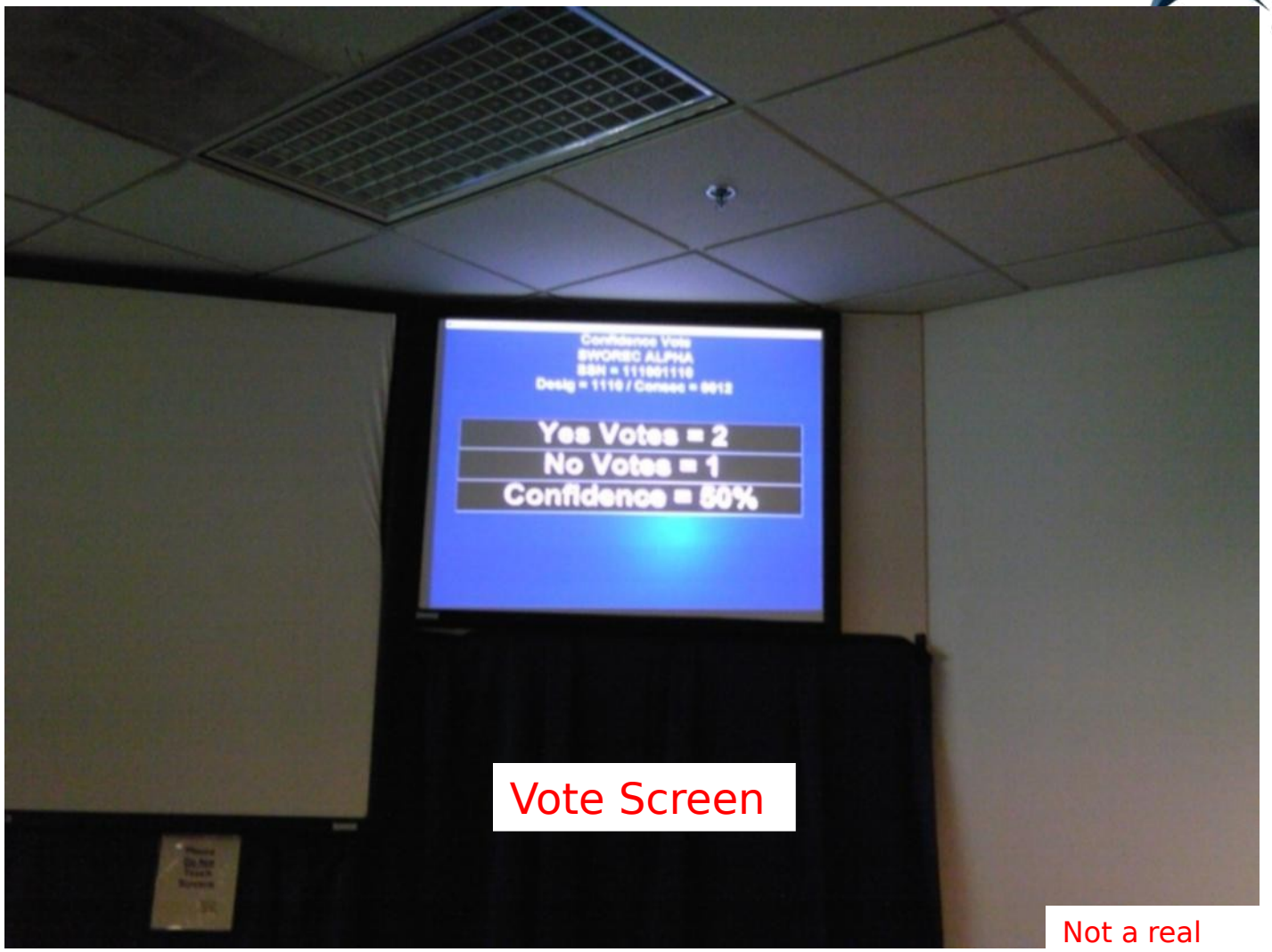
SUMMARY GROUP TRAIT AVERAGE

REPORTING SENIOR CUMULATIVE AVERAGE
All officers of that grade (regardless of designator) that the reporting senior has rated.

Promotion Boards

WIRELESS VOTING BOX
USED IN THE "TANK"

Promotion Boards



Vote Screen

Not a real board

Promotion Boards

0 Selects	0 Alternates	0 Fails	20 Non-Select	20 Total	
SelStat	**Score**	**# Eligibles**	**Total #**	**Score**	**SelStat**
Non-Select	100	**3**	**3**	100	Non-Select
Non-Select	95	**3**	**6**	95	Non-Select
Non-Select	90	**1**	**7**	90	Non-Select
Non-Select	85			85	Non-Select
Non-Select	80	**1**	**8**	80	Non-Select
Non-Select	75	**2**	**10**	75	Non-Select
Non-Select	70	**2**	**12**	70	Non-Select
Non-Select	65			65	Non-Select
Non-Select	60	**1**	**13**	60	Non-Select
Non-Select	55			55	Non-Select
Non-Select	50			50	Non-Select
Non-Select	45	**1**	**14**	45	Non-Select
Non-Select	40	**1**	**15**	40	Non-Select
Non-Select	35			35	Non-Select
Non-Select	30	**1**	**16**	30	Non-Select
Non-Select	25	**1**	**17**	25	Non-Select
Non-Select	20			20	Non-Select
Non-Select	15			15	Non-Select
Non-Select	10	**1**	**18**	10	Non-Select
Non-Select	5			5	Non-Select
Non-Select	0	**2**	**20**	0	Non-Select

Promotion Boards

Example Motion:
Tentatively select those officers 90 and above

Example Motion:
Drop from further consideration those officers 45 and below

7 Selects	0 Alternates	7 Fails	6 Non-Select	20 Total	
SelStat	Score	# Eligibles	Total #	Score	SelStat
Select	100	3	3	100	Select
Select	95	3	6	95	Select
Select	90	1	7	90	Select
Non-Select	85			85	Non-Select
Non-Select	80	1	1	80	Non-Select
Non-Select	75	2	3	75	Non-Select
Non-Select	70	2	5	70	Non-Select
Non-Select	65			65	Non-Select
Non-Select	60	1	6	60	Non-Select
Non-Select	55			55	Non-Select
Non-Select	50			50	Non-Select
Fail	45	1	1	45	Fail
Fail	40	1	2	40	Fail
Fail	35			35	Fail
Fail	30	1	3	30	Fail
Fail	25	1	4	25	Fail
Fail	20			20	Fail
Fail	15			15	Fail
Fail	10	1	5	10	Fail
Fail	5			5	Fail
Fail	0	2	7	0	Fail

6 eligible records remain for a second review, known as "Crunch" records

Board Results

- Select – CONGRATULATIONS!
  - Not a reward: AN EXPECTATION
  - Be ready to step up
- Fail to Select – Time to regroup
  - Review record with Detailer
  - What next?
  - Continuation
    - Not a guarantee
    - 3 year increments
    - Safe haven at 18 years
  - May have to stay in place until results from next board
  - Required separation
    - Retirement if eligible
    - Resignation: 7 months after release of results

Wrap Up

- Contrary to popular belief
  - Detailers are on your side!
- Detailers write orders (Specialty Leaders advise)
- Communication is key!
- Flexibility makes everyone's life better
- Your career is your responsibility
- Plan ahead but be prepared to alter course

Questions ?